



United States Department of the Interior
FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



DIRECTOR'S ORDER NO. 106

Subject: Unsung Hero Award Program

Sec. 1 Purpose. This Order establishes Service policy for nominating and selecting employees for the Unsung Hero Award.

Sec. 2 Scope. The Unsung Hero Award is a new Departmental initiative to recognize employees who make valuable contributions to the mission of the Service and the Department. This award specifically recognizes individuals who make significant behind the scenes contributions.

Sec. 3 Process.

a. Any employee may submit a nomination for the Unsung Hero Award at any time. Submit nominations through the nominee's supervisory channels for consideration.

b. Complete DI-451 (Department of the Interior Awards Certification) and include a notation that the nomination is for an "Unsung Hero" award. Attach a one-page citation describing the nominee's contributions in detail.

c. Annually, upon written notice from the Division of Personnel Management (DPM), each Assistant and Regional Director may forward the names of up to five local recipients of the Unsung Hero Award to DPM for consideration for Departmental recognition. The Service Incentive Awards Committee will review the submissions and select 10 nominations to forward to the Department for final consideration and recognition at the Departmental Awards Convocation.

Sec. 4 Criteria. Nominees for the Unsung Hero Award may include:

a. Someone whose behind the scenes contributions resulted in an impact on successful mission accomplishment.

b. Someone who is consistently unselfish with his/her time and expertise, always willing to lend a helping hand.

c. Someone who has gone the extra mile and performed above and beyond normal job duties.

d. Someone who is extraordinarily dependable and dedicated.

e. Someone who provides outstanding service to customers within or outside the Department.

Sec. 5 Recognition.

a. Assistant and Regional Directors will recognize recipients through established monetary or non-monetary awards. On-the-Spot awards of \$150 (net amount) or non-monetary awards of similar value are suggested for Unsung Hero recipients. Assistant and Regional Directors will schedule appropriate award ceremonies to honor Unsung Heroes throughout the year.

b. The annual Departmental recipient will receive an engraved plaque and a monetary award of \$1,849, presented by the Secretary at the Departmental convocation.

Sec. 6 Effective Date. This Order is effective immediately. It will expire on December 31, 1999, unless it is amended, superseded, or revoked. Provisions of this Order will be included in Part 224 of the Fish and Wildlife Service Manual.

/s/ JOHN G. ROGERS

ACTING DIRECTOR

Date: November 5, 1998